



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

Benefit, Employment and Support Services Division
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

June 3, 2005

TO: All Prospective Applicants

SUBJECT: DHS RESPONSE TO APPLICANTS' WRITTEN QUESTIONS
REGARDING THE REQUEST FOR PROPOSAL (RFP)
HMS-302-05-04-O, "CHILD CARE FOR TEEN PARENTS ATTENDING
WAIANAE HIGH SCHOOL"

The Department is issuing this Response to written questions received on June 1, 2005 to clarify the aforementioned RFP. This response is being issued to ensure that all applicants receive material information that has arisen during the course of review and discussion of the RFP.

The first question requested clarification on the start date of service. The estimated start date of service is September 1, 2005. However, the service may start earlier than September 1, 2005, provided the facility and provider meet the DHS licensing requirements. The initial term of the contract is from July 1, 2005 to June 30, 2006.

The second question asked if budget forms SPO-H-205A (Organization Wide Budget by Source of Funds) and SPO-H-205B (Organization Wide Budget by Programs) are required. Yes, the Department is requiring that these forms be submitted with applicants' proposals. Applicants are directed to Section 3, page 3-4, Attachment A, Competitive Proposal Application Checklist and other sections of the subject RFP for all the forms and components required. Additionally, each applicant is required to submit a budget for the twelve (12) month period and a current tax clearance certificate. (Current means approved by both the State of Hawaii Department of Taxation and the Federal Internal Revenue Service, within the last 3 months.)

The third question asked which of the applicants' organizational financial policies are required. The answer can be found in Section 3, page 3-5 of the subject RFP. This page states: "The applicant is to submit a copy of the organization's financial policies *that relate to the expenditure of funds for this project.*" The Department is seeking the written policy or policies that provide a general overview of how the applicants' organization would go about spending contract funds.

The fourth question asked if there is a minimum and/or maximum number of children to be served at one time. The DHS licensed capacity of the facility should be able to accommodate a minimum of 10 children. The maximum number of children to be served at one time by the applicant while the child care program is open for child care will be the maximum number as dictated by the DHS licensing requirements. Additionally, the proper staffing of the facility is determined by the DHS licensing standards.

The fifth question asked if child care services are required during the summer, winter, and spring intersessions. Child care services for this project are only required when the Waianae High School is in session.

The sixth question asked if the child care facility is exclusively for the children of the Waianae High School teen parents or can it include other children. The facility can only be utilized for the children of the Waianae High School teen parents and only for this specific contract purpose.

The seventh question asked for a description of the Performance and Output Measurement Tables A,B, and C as listed in Attachment B, the sample proposal application table of contents. The Department is not requiring that applicants complete and submit these tables. This is a sample table of contents and as such, does not reveal the requirements of applicants' proposals for this subject RFP.

Should you have any questions or concerns on the above, please contact Rex Shilo, Program Specialist at (808) 586-0977. Pursuant to §3-143-301(e) this Response is being "telefacsimiled" to all prospective applicants.

Sincerely,

/s/ Garry L. Kemp

Garry L. Kemp
Assistant Division Administrator